Office of Extended & Continuing Education
(Extended Learning/ECE)

FACULTY MANUAL
Effective Spring 2014
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University Faculty Handbook - [http://www.semo.edu/pdf/Provost_FacultyHandbook.pdf](http://www.semo.edu/pdf/Provost_FacultyHandbook.pdf)

University Business Policy and Procedures – [http://www.semo.edu/finadm/procedures/index.htm](http://www.semo.edu/finadm/procedures/index.htm)
DIRECTORIES

Extended & Continuing Education (ECE)
One University Plaza - Mail Stop 6850
Cape Girardeau, MO 63701
(Dempster Hall, Room 239)
Fax (573) 986-6883

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joyce Becker</td>
<td>Director</td>
<td><a href="mailto:jbecker@semo.edu">jbecker@semo.edu</a></td>
<td>(573) 651-2456</td>
</tr>
<tr>
<td>Kristin Bekkali</td>
<td>Administrative Assistant</td>
<td><a href="mailto:extlearn@semo.edu">extlearn@semo.edu</a></td>
<td>(573) 986-6127</td>
</tr>
<tr>
<td>Susan Ross</td>
<td>Special Programs Facilitator</td>
<td><a href="mailto:sross@semo.edu">sross@semo.edu</a></td>
<td>(573) 986-6119</td>
</tr>
</tbody>
</table>

- **Kristin** provides instructors with logistical support, (i.e., additional payments, course issues, expense reports, proctors, student facilitators, etc.)
- **Sue** assists instructors with questions on enrollments, evaluations, grades, and rosters.

**ITV Technical Assistance**

For on-call technical ITV assistance with classes or for class start-up problems:

(573) 986-6880 *

*do not hang up after 4 rings– system will forward to the on-call technician’s cell phone

**Courier Service**

David Hinkle, Courier
Cell: 450-7487
8 am – 3 pm
University Central Receiving
Office: 651-2953 / Fax: 651-2955
(See schedule details in Appendix p. 29)

**Satellite Campuses**

For directions & maps see pages 37-41

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name</th>
<th>Position</th>
<th>Director</th>
<th>Contact Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>SEM</td>
<td>Nick Thiele</td>
<td>Director</td>
<td>MS9600</td>
<td><a href="mailto:njthiele@semo.edu">njthiele@semo.edu</a></td>
<td>(573) 276-4577</td>
</tr>
<tr>
<td>SEK</td>
<td>Marsha Blanchard</td>
<td>Director</td>
<td>MS9700</td>
<td><a href="mailto:mblanchard@semo.edu">mblanchard@semo.edu</a></td>
<td>(573) 888-0513</td>
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<tr>
<td>PHEC</td>
<td>Mary Bauwens</td>
<td>Director</td>
<td>MS9900</td>
<td><a href="mailto:mbauwens@mineralarea.edu">mbauwens@mineralarea.edu</a></td>
<td>(573) 547-4143</td>
</tr>
<tr>
<td>SES</td>
<td>Steve Borgsmiller</td>
<td>Director</td>
<td>MS9500</td>
<td><a href="mailto:sahec@semo.edu">sahec@semo.edu</a></td>
<td>(573) 472-3210</td>
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<tr>
<td>SE@PB</td>
<td>Marsha Blanchard</td>
<td>Admin</td>
<td>MS9850</td>
<td><a href="mailto:mblanchard@semo.edu">mblanchard@semo.edu</a></td>
<td>(573) 840-9575</td>
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<tr>
<td>CGPHE</td>
<td>Tinea Ortega</td>
<td>Coordinator</td>
<td>MS9475</td>
<td><a href="mailto:tortega@semo.edu">tortega@semo.edu</a></td>
<td>(573) 332-0516</td>
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## Administrative Contacts - Academic Departments & Centers

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<thead>
<tr>
<th>Phone (573)</th>
<th>Mail Stop</th>
<th>College</th>
<th>Department</th>
<th>Staff</th>
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<tr>
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<td>Business</td>
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<tr>
<td>651-2106</td>
<td>6100</td>
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<td>Reinagel, Cheryl</td>
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<td>651-2143</td>
<td>7825</td>
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<td>Art</td>
<td>Vacant</td>
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<td>651-2170</td>
<td>6200</td>
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<td>Biology</td>
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<tr>
<td>651-2162</td>
<td>6400</td>
<td>Sci &amp; Math</td>
<td>Chemistry</td>
<td>Bratton, Lavetta</td>
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<td>651-2247</td>
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<td>Communication</td>
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<td>Communication Disorders</td>
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<td>Economics &amp; Finance</td>
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<td>651-2137</td>
<td>5550</td>
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<td>547-4143</td>
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<td>*CGPHE</td>
<td>CGPHE @CTC</td>
<td>Cannady, Alison</td>
<td>acannady</td>
</tr>
</tbody>
</table>

*Cap Girardeau Partnership for Higher Education
INSTRUCTOR’S RESPONSIBILITIES

Southeast Key

The Southeast Key is necessary for faculty to obtain rosters and for grade and attendance reporting.

Southeast Key Instructions

Southeast Key

Southeast Faculty will be assigned a Southeast Key (SE Key) that will allow access to:

- My Southeast Portal

As an instructor at Southeast your SE Key provides access to various network resources.

SE Key Activation

Although the SE Key has been pre-assigned, it must be activated prior to use. To activate, go to:

- My Southeast Portal at http://portal.semo.edu
  - Under “My Southeast Help”, you will find the link:
    - SE Key Activation

When you activate your SE Key, you will be required to choose a password. It is strongly recommended that you create a password that is difficult for someone to guess. After activation, passwords can be changed online at http://portal.semo.edu.

Password Rules

- A password must be at least 6 characters long.
- It must contain at least one character from three of the following four groups:
  - Upper case letters A-Z
  - Lower case letters a-z
  - Numeric digits 0-9
  - Special Characters: ! # $ % ^ () *
  - Must not contain spaces

Password Retrieval Facility

Once you have activated your SE Key and have established a password, it is HIGHLY RECOMMENDED that you immediately set up the three question Password Retrieval Facility. This facility will help you reset your forgotten password. To do so:

- Go to http://portal.semo.edu
- Click on the link “Change My Password”
- Click on the link “Reset Facility”
- Enter three (3) questions with answers
- Press the link “Save Questions/Answers”
- Your Password Retrieval Facility has now been set up.
Reset Password

To reset your password, and you have previously created your Password Retrieval Facility (as stated above), go to:

- [http://portal.semo.edu](http://portal.semo.edu)
- Click on the link "Change My Password"
- Click on the link “Password Reset Facility” (very important)
- Enter your SE Key
- You will be provided the three questions you previously created. Once you have answered these correctly, click on the link “Check Answers”.
- If your answers are all three correct, you will now be able to enter your new password and then verify it by entering it a second time.
- Press the link “Set Password” when you are finished.

If you failed to set up the Password Reset Facility and later forget your password, please take your driver’s license to the Information Technology Help Desk, Room 101, Memorial Hall. You will be asked to choose a new password for your account. The new password will normally be available within one business day.

For security reasons, we are unable to process password inquiry/change requests over the phone or via e-mail. You may fax a copy of your driver’s license along with your password change request to the IT Help Desk at (573) 651-2200.

Initial Rosters

Instructors do not receive a hard copy of the roster for their class. The same procedure used to look up a class roster is used for reporting grades.

- Go to [http://portal.semo.edu](http://portal.semo.edu)
- Enter your SE Key and Password
- Select either the Employee or Faculty tab
- Click on the link “Click here to open My Southeast Self-Service”
- Click on the link “Click on this link to access your self-service page where you will be able to access different options depending on your role at Southeast”
- Select either “Faculty” or “Faculty/Advisor”
- The Faculty Services Menu will allow for detailed class lists with detailed student information, summary class lists with simple class roster, and midterm/final grades which can be used for attendance reporting. Please print a roster for class. A notation on the roster does not add or drop a student. Students must add or drop courses through “My Southeast” or the Registrar’s Office.

Course Evaluations

It is the responsibility of each Academic Department to evaluate the off-campus sections of their courses. Each academic department will determine how their courses will be evaluated. Instructors should contact his/her academic department in advance to select an evaluation method for each section. Evaluation methods may include:

- Online using IDEA
- Online using the department evaluation if they request them online
- Hard copy using IDEA
- Hard copy using SIRS
- Hard copy using the department’s evaluation form
Grades, Submission of Mid-Term and Final

Instructor login and passwords are needed for submitting grades. If you have misplaced or forgotten them, please contact the IT Help Desk for a reminder (573) 651-4357.

Instructions for **MID-TERM** grade entry:

1. Click on GRADES (SUBMIT MIDTERM GRADES)
2. If term has not been selected:
   a. Select the term by clicking on the down arrow
   b. Click SUBMIT
3. If a course has not been selected:
   a. Select the course by clicking on the down arrow
   b. Click SUBMIT

   If you want to change to a different course, go back to the Faculty Services menu and click on FACULTY ROSTER DISPLAY (SELECT A SPECIFIC SECTION) or click on CRN SELECTION located at the bottom of the page.
4. Find “Grade” in header row
5. Enter appropriate grade for the student listed by clicking on the down arrow and selecting the grade.
6. After grades are entered, click the SUBMIT button located in the bottom left hand corner. **YOU MUST CLICK “SUBMIT” TO SAVE GRADES.** There is a 60 minute time limit once you have accessed this page. Click “SUBMIT” often to save grades.

   *(Note – you do not need to enter in “Last Attend Date” and “Attend Hours”)*

During the final grade reporting window, instructors must submit final grades by the published deadline for all regularly scheduled courses. Usually the grade reporting window begins with finals week and ends the following Monday. Any off-schedule courses (courses extending beyond the deadline) will remain open until the instructor submits grades.

Instructions for **FINAL GRADE** entry:

1. Click on GRADES (SUBMIT FINAL GRADES)
2. If a term has not been selected:
   a. Select the term by clicking on the down arrow
   b. Click SUBMIT
3. If a course has not been selected:
   a. Select the course by clicking on the down arrow
   b. Click SUBMIT

   If you want to change to a different course, go back to the Faculty Services menu and click on FACULTY ROSTER DISPLAY (SELECT A SPECIFIC SECTION) or click on CRN SELECTION located at the bottom of the page.
4. Find “Grade” in header row
5. Enter appropriate grade for the student listed by clicking on the down arrow and selecting the grade.
6. After grades are entered, click the SUBMIT button located in the bottom left hand corner. **YOU MUST CLICK “SUBMIT” TO SAVE GRADES.** There is a 60 minute time limit once you have accessed this page. Click “SUBMIT” often to save grades.

   *(Note – you do not need to enter in “Last Attend Date” and “Attend Hours”)*
IMPORTANT PROCEDURE – Students with “F” or “X” grades: To comply with federal financial aid regulations, the university is required to document the last date of attendance for any student who receives a grade of “F” or “X”. A grade of “F” should be assigned only for students who complete course work but with a failing grade. A grade of “X” is assigned to students who quit attending class.

It is the responsibility of the course instructor to maintain and provide documentation on last date of attendance. Sources of verification include, but are not limited to:

- Attendance logs or records
- Exam and quiz scores
- Assignments
- Advising, Counseling, or Study Group Sessions

For any student who receives a grade of “F” or “X”, please forward a copy of the document verifying the last date of attendance to:

YOUR Academic Department
Southeast Missouri State University
One University Plaza
Cape Girardeau, MO 63701

Textbooks and Library Books

All textbook orders for instructors as well as for students (rental or purchase) are placed by the Academic Department. This includes on-campus, off-campus, and web courses. Please check with your academic department to ensure that textbooks for your ECE course were included in the departmental order. A complete list of departmental administrative assistants can be found on page 3 of this manual. The students will pick up their books and return the rentals at the centers. Kent Library can be accessed online and books can be delivered to the regional campuses through the courier service. Check with the main office at the regional campuses for more information.

E-mail Account Request

E-mail addresses are provided to you by Information Technology. To obtain an e-mail address, call Nancy Hess at (573) 651-2217 or email nhess@semo.edu.

SPSS Availability

A laptop with SPSS loaded is available for checkout to faculty teaching through Extended Learning for classroom use. Regional campuses in Sikeston, Malden and Kennett have a computer lab equipped with SPSS for student use.

Monday Classes and Monday/Wednesday Classes

When the semester starts on a Tuesday:

- Classes that only meet on Mondays start on the following Monday
- Classes that are Monday/Wednesday classes, start on that first Wednesday
Final Examinations

The schedule of final examinations is indicated below. The regular class meeting hour is shown on the left followed by the time of the examination. The regular schedule of exams will be Monday through Thursday, December 16 - 19.

<table>
<thead>
<tr>
<th>CLASS HOUR</th>
<th>CLASS DAYS*</th>
<th>EXAMINATION TIME</th>
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<tbody>
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<td>MWF</td>
<td>8:00 a.m. Monday, May 12</td>
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<tr>
<td>8:00 a.m.</td>
<td>TR</td>
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</tbody>
</table>

*Adapted to reflect regional campus meeting times. Extended Learning will contact instructors whose Web-Blended courses share a time slot to ensure any room conflicts are resolved.

NOTE: If a class meets more days or fewer days than the days designated above, the instructor will follow the final examination schedule for the time and day coinciding with the first regular class meeting day.

Evening Courses Finals Exams: Classes meeting at 5:30pm or later will have finals on the same day and time. For example classes with a scheduled start time of 6:30 p.m.: final will be held at 6:30 p.m. on the first day of the week class is ordinarily held.

Special Final Examinations:

<table>
<thead>
<tr>
<th>Wintersession Final Exam Date</th>
<th>MA134 All Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Friday, January 17, 2014</td>
<td>10 a.m. to 12 Noon, Saturday, May 10, 2014</td>
</tr>
</tbody>
</table>

Student Learning Outcome (SLO) Reporting

Student Learning Outcomes have been set for each course. Please contact your academic department to ascertain what data should be collected for SLO reporting. Non-compliance with respect to reporting may affect employment in future semesters.

Additional information may be obtained at [http://cstl.semo.edu/SLO](http://cstl.semo.edu/SLO)
Southeast Missouri State University is committed to having a student body who maintains themselves in an appropriate manner during interactions with faculty, staff, and other students. We in the Dean of Students Office and the Office of Student Conduct expect students to cooperate with faculty members at all times. Campus civility is a major focus for our area, so we hope the following information is a valuable resource if issues arise.

**General Student Behavior:**

We recommend that each faculty member include a small section in each course syllabus related to students’ behavior in the classroom and campus civility. The following is a sample statement from the Code of Student Conduct (Code) that could be included in the course syllabus:

> Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University’s Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

More specific information and guidelines can also be included which explain the individual faculty member’s policies and philosophies with regard to classroom behavior and discipline. The following list explains some of the issues that may arise:

- Inappropriate, threatening, abusive, or vulgar language
- Willfully refuses to comply with proper requests
- Possession or consumption of drugs or alcohol
- Disorderly, indecent, or obscene conduct
- Academic dishonesty or plagiarism
- Sexual harassment of students or faculty
- Possession of weapons
- Physical threats or intimidation
- Other (Cell phones or late arrival)

We hope that you never need to refer a student to the Office of Student Conduct (OSC), but in the event that a student referral is necessary, the office can be contacted in the following ways:

For any incident of alleged misbehavior or academic dishonesty, we ask that you complete the Disruptive Student Referral Form located on the OSC Website: [http://www6.semo.edu/stuconduct/](http://www6.semo.edu/stuconduct/)

This form can be sent via e-mail attachment to lrcarter@semo.edu, faxed to (573) 986-7388, sent through Campus Mail to MS 1500 (Attention: Office of Student Conduct), or hand delivered to the OSC in the University Center, 422.

**PLEASE KEEP IN MIND THAT REFERRALS CAN BE MADE FOR INCIDENTS THAT OCCUR VIA TELEPHONE AND THROUGH ELECTRONIC FORMS OF COMMUNICATION.**

**Serious Student Issues // Students of Concern Committee:**

For more serious violations, we recommend calling the OSC or Dean of Students to discuss the matter along with sending the referral form. The phone number is (573) 651-2264.
For the more minor violations, the Dean of Students Office recommends that the faculty member make one or two attempts to correct the behavior, and then if that does not resolve the situation, we recommend that the referral form be completed. This would include situations like disruptive behavior in the classroom (including talking, answering a cell phone, refusing a proper request, and/or sending a text message during class).

For the more severe violations, such as threats/intimidation, alcohol/drug incidents, sexual harassment, and weapons incidents, it is STRONGLY recommended that the Department of Public Safety (DPS) be called immediately.

It is important that each faculty member have the DPS phone number programmed in to his/her cell phone, so that a call can be placed if a serious incident occurs, including those mentioned in the previous paragraph or a health emergency. **The number for DPS is (573) 651-2215. This is like dialing 911 on our campus.**

**Also, we recommend that faculty members contact the Dean of Students, OSC, and/or DPS if a student(s) actions or behavior raise a more than usual concern, because if the student’s actions are in question in that course, the student may also have RED FLAGS appearing in other areas such as in the Office of Residence Life or the OSC. We generally address these issues through our Students of Concern Committee (or more commonly called a Behavioral Intervention Team). The committee meets weekly during the semester.**

| It is much better to be safe than sorry if you have a concern based on a student’s behavior or something he/she may have written for a class assignment. |

**Other Student Related Incidents:**

Faculty members may also deal with students who are in some type of mental, physical, or emotional distress. Depending on the situation, the incident may have to be referred immediately to DPS (573-651-2215) or to Counseling and Disability Services (573-986-6191). Counseling and Disability Services generally distributes more specific information about assisting students in distress. The University also has a Crisis Team which responds to health emergencies, mental health situations, behavioral incidents, and other types of emergencies after hours (DPS makes this contact.).

For incidents involving academic honesty, please refer to **Policy on Academic Honesty** (Faculty Handbook) link on the OSC website. After reading this document, we encourage everyone to add a section to each course syllabus related to their policies related to academic honesty and plagiarism. Definitions related to academic honesty are available in the Code, which is also available on the website. For specific questions related to academic honesty, please contact the OSC, Dean of Students (573-651-2264), and/or the Chair/Dean of the appropriate academic department. The Dean of Students (All University Judicial Board or student hearing board) are the final appeal bodies for alleged incidents related to academic honesty, which have gone through the general progression from Faculty Member to Chair/Dean.

For issues related to sexual assault, sexual misconduct, or relationship violence (e.g., a student shares information with a faculty member about such an occurrence), please remember that as University employees, we are obligated to pass along any information related to any type of criminal activity to the appropriate office on campus such as DPS. Our goal is to assist and support students who report this type of activity as well as to protect the due process rights of the alleged victim and the accused student. In protecting the rights of the involved students, we also must protect the safety of the University community as a whole. The Universities’ **Sexual Assault Policy Statement** is located on the OSC website.

**Quick Reference Resources:**

Please feel free to use the Dean of Students Office and the Office of Student Conduct as well as any other office within Enrollment Management and Student Success as a resource when working with students during this academic year. Please contact us anytime you have questions, concerns, comments, or information to share. A complete list is located at [http://www.semo.edu/enrollment/](http://www.semo.edu/enrollment/).
Office Of Student Development (Dr. Debbie Below, Dean of Students)

One University Plaza
University Center Room 422 - MS 1500
Cape Girardeau, MO 63701
Phone: 651-2135
E-Mail: deanofstudents@semo.edu

Departments in Student Development

Academic Support Center

Educational Access Programs
Contact Person: Trent Ball
Phone: 651-6135

Academic Support Center

Learning Assistance Programs & Disability Support Services
Contact Person: Melanie V. Thompson
Phone: 651-2273

Academic Support Center

McNair Scholars Program
Contact Person: Trent Ball
Phone: 986-6117

Academic Support Center

Student Support Services
Contact Person: Monica Barnes
Phone: 651-2512

University Counseling Center
Contact Person: Judy St. John
Phone: 986-6191

Student Conduct (Office of)
Contact Person: L. Randy Carter
Phone: 651-2263

Pre-collegiate Programs

GEAR UP for College
Contact Person: Vida Mays
Phone: 651-5171

Substance Abuse Prevention and Education
Contact Person: Judy St. John
Phone: 986-6191
COURSE/CLASS CANCELLATIONS

- **By Extended & Continuing Education:**
  ECE reserves the right to cancel courses for the semester. Every effort will be made by ECE to contact instructors and students of cancellation in a timely manner.

- **By Instructor:**
  - If it’s an emergency cancellation, please contact the ECE office as soon as possible. We will make every effort to contact the facility, students, and ITV technicians (if applicable).
  - If known in advance, please contact ECE so that we may notify the facility and ITV technicians (if applicable). The instructor should notify the students well in advance.

- **By University or Satellite Campus:**
  **Severe Weather:** ECE follows the recommendations of the facility as to whether to cancel class due to inclement weather. If an ITV off-campus site is cancelled (not the originating site), a link of the recording can be made available for students to pick up upon request.
COURSE INFORMATION

- Go to [http://www.semo.edu/](http://www.semo.edu/)
- Click on ‘My Southeast Campus Portal’ at the top, right of the page
- Use your SE Key and Password to log in
- Click on the ‘Faculty’ tab at the top of the page
- Click on the link ‘Click here to open My Southeast Self-Service’
- Click on the link ‘Click on this link to access your self-service page where you will be able to access different options depending on your role at Southeast’
- Double-click on ‘Faculty’

Once here, you will be able to access a number of different screens that include:

- **Faculty Detail Schedule** - Your teaching schedule for the semester.
- **Summary or Detail Wait List** - Waiting lists for your classes if they are being used by your department *(if you have questions regarding these lists, contact your academic department)*.
- **Class Schedule** – A detailed listing of your classes that includes dates, time & location information.

### Prin of Finel Acctg - 10017 - AC 221 - 029

**Associated Term:** Fall 2006  
**Registration Dates:** Feb 10, 2006 to Aug 26, 2006  
**Levels:** Undergraduate  
**Attributes:** ITV - Originating Location, ITV Main Campus  
**Instructors:** Roberta L Humphrey (P)

Main Campus: Campus  
Lecture Only Course  
Schedule Type: Section

3.000 Credits  
View Catalog Entry

#### Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>8:00 am - 8:50 am</td>
<td>MWF</td>
<td>Dempster Hall 103</td>
<td>Aug 21, 2006 - Dec 15, 2006</td>
<td>Lecture Only Course Roberta L. Humphrey (P)</td>
</tr>
</tbody>
</table>

- **Look up Classes in advanced search (Student Version)** - These screens will indicate:
  - Seat Capacity per Class
  - Actual Enrollments to Date *(updated each night)*
  - Remaining Seats Available

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act</th>
<th>Rem</th>
<th>WL</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR</td>
<td>10016 AC 221 01 M</td>
<td>3.000 Prin Of Finel Acctg</td>
<td>MWF</td>
<td>06:00</td>
<td>45</td>
<td>44</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Charyl L Rudesill</td>
<td>09/21-12/15</td>
<td>DEMPST</td>
<td>124</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR</td>
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<td>MWF</td>
<td>06:00</td>
<td>40</td>
<td>43</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>Roberta L Humphrey</td>
<td>09/21-12/15</td>
<td>DEMPST ITV -</td>
<td>106</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR</td>
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<td>3.000 Prin Of Finel Acctg</td>
<td>MWF</td>
<td>06:00</td>
<td>45</td>
<td>44</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Charyl L Rudesill</td>
<td>09/21-12/15</td>
<td>DEMPST</td>
<td>125</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
EXPENSE REIMBURSEMENTS

The University’s Faculty Handbook & Business Policy and Procedure will be followed except where specifically amended by the ECE as noted herein. The complete University manuals can be found online at:

University Faculty Handbook - http://www2.semo.edu/provost/handbook/FacultyHandbook2006.pdf
University Business Policy and Procedures – http://www.semo.edu/finadm/procedures/index.htm

Travel-Related Expenses

- **Transportation**
  Faculty who are contracted to teach at the Regional Campuses for at least 10 hours or more will have a “HOME” Regional Campus. The “HOME” center will be the starting point for travel from one campus to another. If the faculty member’s residence is the starting point and is closer to the destination, mileage will be paid from his/her residence to the class location. This mirrors the arrangement with the faculty on main campus who are not paid mileage to teach their on-campus courses, but do receive mileage to teach at locations other than main campus. Adjunct faculty, those contracted on a per course basis and are teaching 9 hours or less, will be paid based on full mileage.

- **Trip Optimizer Form**
  The Trip Optimizer Form must be attached to all Expense Reports claiming any vehicle use, personal vehicle or rental car. The trip optimizer assists University employees in determining the most cost effective travel option between rental car or mileage reimbursement. This method is based on miles traveled and number of days the vehicle is used. The University will pay the lower cost amount regardless of the chosen travel option selected unless a relevant reason for exception is provided with supervisor approval prior to the date in question. If Enterprise is not available at your location, please note this as an exception on the Trip Optimizer Form. This form is not required if you are traveling less than 100 miles roundtrip. The Trip Optimizer Form is located in the Forms section on the Accounts Payable Website: http://www.semo.edu/rl/ap/. If a rental car is used, please note the “fuel cost” estimate on the Trip Optimizer Form. This will be the amount of the gas reimbursement.

- **Enterprise Rental Locations:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Hours</th>
<th>Days Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPE GIRARDEAU</td>
<td>2008 N Kingshighway, Cape Girardeau, MO 63701-2128</td>
<td>(573) 339-7800</td>
<td>M-F 7:30AM-6:00PM S 9AM-6PM Closed Sunday</td>
<td></td>
</tr>
<tr>
<td>SIKESTON</td>
<td>1020 Linn, Sikeston, MO 63801-2223</td>
<td>(573) 471-7300</td>
<td>M-F 7:30AM-6:00PM S 9AM-12PM Closed Sunday</td>
<td></td>
</tr>
<tr>
<td>DEXTER</td>
<td>1664 W Business US Hwy 60, Dexter, MO 63841-2837</td>
<td>(573) 564-1700</td>
<td>M-F 8AM-5PM Closed Weekends</td>
<td></td>
</tr>
<tr>
<td>POPLAR BLUFF</td>
<td>1115 Three Rivers Blvd, Poplar Bluff, MO 63901-3071</td>
<td>(573) 686-4777</td>
<td>M-F 7:30AM-6PM S 9AM-12PM Closed Sunday</td>
<td></td>
</tr>
<tr>
<td>FARMINGTON</td>
<td>202 W Karsch Blvd, Farmington, MO 63640-2105</td>
<td>(573) 547-1447</td>
<td>M-F 7:30AM-6PM S 9AM-12PM Closed Sunday</td>
<td></td>
</tr>
<tr>
<td>PERRYVILLE</td>
<td>1795 S Perryville Blvd, Perryville, MO 63775-6157</td>
<td>(573) 547-1411</td>
<td>M-F 8AM-5PM Closed Weekends</td>
<td></td>
</tr>
</tbody>
</table>
15

- **Rental car**
  The rental should be refueled prior to returning it to Enterprise. Refuel to the level that is authorized on the Trip Optimizer Form. ECE will reimburse faculty for the gas with a receipt and using a current Expense Report Form.
  
  - The rental car should be returned within 24-hours of the rental time or an additional charge will occur. The faculty may not be reimbursed for these types of charges.

- **Mileage/Personal Vehicle**
  
  - Travel on or after July 1, 2011, will be reimbursed at the rate of $0.37 per mile
  - A mileage guide can be located at:

- **Lodging:**
  Overnight stays must be pre-approved by ECE on a case by case basis and will be reimbursed on single-occupancy rate up to the state rate for economical establishments. The faculty must present the establishment with the State of Missouri Tax Exempt Form (see back pocket) at time of check-in to avoid state tax charges which are not reimbursable. Reimbursement must be requested using a current Expense Report Form.

- **Meal Reimbursement:**
  ECE will reimburse meals that fall under approved guidelines (see below) on actual meal receipts (not on per diem rates). *Submit the original receipts* using the Expense Report Form (see page 34).
  
  - **Travel with Overnight Stay**– Whenever business travel includes an overnight stay, meals incurred en route (days of departure and arrival) and full days away are reimbursable, again with original receipts.
  
  - **Same Day Travel**– Travel which does not involve an overnight stay is considered same day travel. Meals are reimbursable for same day travel only if the traveler meets the criteria. A work day is defined as:

<table>
<thead>
<tr>
<th>MEAL</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Depart before 6:00 am and workday exceeds 12 hours, including meal time</td>
</tr>
<tr>
<td>Lunch</td>
<td>Workday exceeds 12 hours, including meal time</td>
</tr>
<tr>
<td>Dinner</td>
<td>Return after 7:00 pm and workday exceeds 12 hours, including meal time</td>
</tr>
</tbody>
</table>

### Non-Travel Expenses (Non-trip Related)

Original receipts are required for all non-travel expenses regardless of the dollar amount.
Non-travel related expenses must be submitted on a Payment Voucher Form (found at [http://www.semo.edu/accountspayable/forms.htm](http://www.semo.edu/accountspayable/forms.htm)) and should be directly related to classroom instruction. Purchases totaling $100 or more should have prior approval from ECE. These expenses must follow the “Direct Pay Guidelines” issued by the Purchasing Dept. The guidelines can be found at [http://www.semo.edu/president/images/AP_DirectPayGuidelines_2010.pdf](http://www.semo.edu/president/images/AP_DirectPayGuidelines_2010.pdf).
Reimbursement Time Frames

Reimbursement Forms must be submitted directly to ECE for approval from the faculty no later than 30 days after the last day the class has been taught. They must be processed by ECE before being forwarded to Accounts Payable. A current blank Expense Report can be found in the front pocket of this manual.

Payroll process for monthly paid instructors:

- Due to the way the Banner system processes payroll, monthly employees cannot be processed in a biweekly schedule. Any additional payments for monthly employees will be paid in the next available monthly schedule.

Payroll process for adjunct instructors:

- Adjunct instructors must submit expense reports with teachbacks by December 1 for the Fall Semester, by May 1 for the Spring Semester, and by August 1 for the Summer Session to avoid a 2-month delay in payment.

Travel can be reported as follows:

Fall/Spring Semesters:

- By the month - All mileage within a single month’s time. Instructors whose class only meets once a month (4 times a semester) should turn it in monthly.
- By the semester - All mileage for the entire semester reported at one time.

Summer Semester:

- By the month only – Reporting must occur in the appropriate fiscal year.

It typically takes 3–4 weeks for the entire reimbursement process to be completed before a check or direct deposit is issued to the instructor.

PLEASE NOTE:

- Current expense reports are available through our department.
- Expense Reports should be sent to ECE, Mail Stop 6850 for processing.
- Expense Reports with NO Banner ID or SIGNATURE will be returned and could delay processing. Accounts Payable REQUIRES your original signature.
- Questions? Call ECE (573) 986-6127
Direct Deposit

- Full-time and part-time faculty and staff are required by Southeast Missouri State University to use direct deposit for their payroll. Please check with Human Resources for official exemptions. New employees will have 31 days from date of hire to return their direct deposit authorization form to the Payroll Department. Employees canceling their direct deposit, for whatever reason, will have 15 days to complete a new application indicating their new account.

Paychecks

- Paychecks are generated the last working day of the month.
- Payroll checks/advises are no longer printed and distributed on pay dates. The University’s conversion to a new operating system enables employees to view various personnel, benefits and payroll information, including pay advices. Employees can access pay advices in the portal by following these instructions:
  - Go to [http://portal.semo.edu](http://portal.semo.edu)
  - Log in using your SE Key and Password
  - Click on the Employee tab
  - Click on the link “Click here to open My Southeast Self-Service”
  - Click on the link “Click on this link to access your self-service page where you will be able to access different options depending on your role at Southeast”
  - Click on Employee
  - Click on Pay Information
  - Click on Pay Stub
  - Click on Display
  - Click on the pay stub date you would like to view the details of
FACULTY INCENTIVES

ITV Materials Adaptation & Web Development
To effectively teach via ITV, materials must be adapted and a Web site developed. ECE recognizes that this adaptation requires instructors to rethink and modify materials used. ECE will pay a stipend for two-day ITV training. **This stipend is available the first time the course is offered via ITV.** If you have already attended ITV training and are teaching a different ITV course, contact ECE. Submission of material and Website verification must be made no later than four weeks after the class starts.

ITV Teach-Backs (On-site delivery)
ITV instructors are encouraged to visit distant sites at least once a semester to meet with off-campus students in person and to “teach back” to the originating site. Instructors are reimbursed for travel expenses and are offered a travel stipend as follows per one-way:
- Sites greater than 20 miles away but less than 50 miles: **$50 for each distant site visited**
- Sites between 50-100 miles from campus: **$100 for each distant site visited**
- Sites more than 100 miles from campus: **$150 for each distance site visited**
- A maximum of five (5) total visits to receive sites is reimbursed per course, per semester, unless special circumstances are approved by ECE. The teachback stipend will be distributed to visits among the receive sites. **(At least one week advance notice is required with ECE and ITV tech staff)**
- To obtain payment, the instructor must submit an expense report for the mileage and note that it was a teach-back.
- **Adjunct instructors must submit expense reports with teach-backs by December 1 for the Fall Semester, by May 1 for the Spring Semester, and by August 1 for the Summer Session to avoid a 2-month delay in payment.**

ITV Training
Faculty members who have NOT previously taught via ITV are required to attend a training session. These small group sessions are arranged well in advance of the start of the semester. A stipend is paid to any instructor who has not taught via ITV and is scheduled to teach an ITV course in the upcoming semester. Returning ITV instructors are welcome to attend but will not receive a stipend.
Travel Payments (Available Fall and Spring Semesters Only)

For full-time regular and part-time faculty, a stipend for driving time is paid at the end of the fall and/or spring semester. The payment assumes that travel is made at least 15 times during the semester for a three semester hour course. The stipend will be prorated if fewer trips are required. An instructor traveling to teach 2 or more classes on the same day with one travel time will receive a single travel stipend. Teach backs for ITV courses are processed separately, see previous page. Practicum courses are observation oriented and travel is an inherent part of the process. Therefore, any practicum-based class is excluded from “travel” reimbursements. The maximum amount payable is as follows:

<table>
<thead>
<tr>
<th>Faculty*</th>
<th>Assignment</th>
<th>20-50 Miles</th>
<th>51-100 Miles</th>
<th>Over 100 Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>In-load</td>
<td>$500</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Regular</td>
<td>Overload/In-load w/replacement</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
</tr>
<tr>
<td>Part-Time</td>
<td>n/a</td>
<td>-0-</td>
<td>$250</td>
<td>$500</td>
</tr>
</tbody>
</table>

Mileage rates for the travel stipend are based on one-way, not round trip mileage.

*Travel payment does not apply to full-time faculty contracted by Extended & Continuing Education to teach at a satellite campus.
**ITV (Interactive Television)**

**Courier Service - Material Distribution**

Regular courier service is provided for class material distribution among the four Regional Campuses, Southeast @ Poplar Bluff, Cape Girardeau Partnership for Higher Education at CTC, and Southeast’s main campus. Instructors will need to be aware of the courier pick-up and delivery schedules in order to ensure that the materials have time to reach the destination sites on time. (See page 29) Courier Service envelopes are available through ECE and at the regional campuses. An active Web page can assist students in accessing class materials to supplement courier service.

- **Sending proctored material**
  Tests, exams, or confidential materials should be sent sealed in an envelope inside the courier envelope, marked with “Proctored Materials”, course and section number, instructor’s name, and when it should be opened (See page 29). Address the outside of the courier envelope with the same information.

**Food and Drink**

Food and drink are not allowed in ITV classrooms. If any person enters the ITV classroom with food or drink, he/she should be asked to properly dispose of it or put it away. If he/she does not comply, he/she should be asked to leave. Instructors may have a liquid beverage in a sealable container (e.g., travel mug or sport bottle).

**ITV Section Swapping**

Please do not allow students who are enrolled at one ITV site to attend at another site. On-campus students have enrolled in regional campus sections planning to attend in Cape Girardeau. This takes seats from regional campus students and does not allow us to plan effectively for ITV support personnel at the regional campuses. As with other on-campus classes, students may contact you for permission to enroll in a closed section. This, of course, is at your discretion.

**Proctors**

For instructors requiring proctors for off-site testing (*these cannot be students*):
- ECE asks instructors to submit their entire semester’s testing schedule at the beginning of the semester to allow ECE the time to contract a proctor for the course
- For instructors that could not submit the entire semester, ECE requires a minimum of one week advance notice in order to contract a proctor

**Student Facilitators**

Instructors may enlist the services of one student at each receive site (the site must have a minimum of three students enrolled) to assist with regular material distribution and general classroom assistance. Instructors must advise ECE of Banner ID, Student Name, and Receive Site for each student facilitator. The notification should be done no later than the end of the second week of class. Students will receive the fee waiver which is applied to their account at the end of the semester (see chart below). If you select a graduating senior as the facilitator, you will need to advise ECE so special fee waiver payment time frame can be arranged. Student facilitators can pick up course materials at the regional campuses from the administrative assistants and at Three Rivers from the Southeast Coordinators office or other designated spots. Should a change in facilitator occur during the course of the semester, the instructor needs to advise ECE accordingly.
For Sikeston, Kennett, and Malden facilitators: The administrative staff will place the facilitators for their campus only and that student is to inform the instructor.

Student facilitators at Malden, Kennett, Perryville and Sikeston should work with the Administrative Assistants at the centers to pick up the courier material for distribution to the class and send materials back to the instructor. At Poplar Bluff, they should pick up and return the courier materials through the Southeast Coordinator’s office in the Administration Building for regular class material and for proctored materials.

Note: When only one or two students are enrolled at any given site, they are individually responsible to obtain the materials for themselves at the above mentioned locations. No facilitators are assigned for classes with less than 3 students enrolled at the site.

<table>
<thead>
<tr>
<th>Student Facilitator Waivers:</th>
<th>3 Hr. Class</th>
<th>2 Hr. Class</th>
<th>1 Hr. Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full ITV</td>
<td>$100</td>
<td>$75</td>
<td>$50</td>
</tr>
<tr>
<td>Web-Blended</td>
<td>$50</td>
<td>$40</td>
<td>$25</td>
</tr>
<tr>
<td>Or $10 per class session, whichever is less. Must have 3 or more students enrolled at the site.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Teach-Back Technical Arrangements

One week prior notice is required for the technical arrangements to be made by the ITV technicians for all teach-backs. The faculty should request all teachbacks from ECE by emailing extlearn@semo.edu and also consulting with their ITV room tech to make the appropriate technical arrangements.

Technical Difficulties – Student Waiting Guidelines

Students at receive sites are expected to wait a minimum of 15-30 minutes for technical difficulties to be resolved. Instructors should advise students at receive sites of their class policy early in the semester. Digital video recorded by the ITV technicians can be made available through the instructor’s website. For more details, contact an ITV technician at (573) 986-6880.

Technical Support

Should technical difficulties arise during class, call an ITV Technician at (573) 986-6880 *
*do not hang up after 4 rings— the system will forward to the on-call technician’s cell phone
TEACHING STUDENTS WITH DISABILITIES

SECTION I: OUR LEGAL OBLIGATION

While Southeast Missouri State University is interested in providing accommodations for our students with disabilities as the logical outcome of our mission as an institution of higher education, the University is legally obligated to provide these accommodations under two important federal laws. These two laws are Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973
Section 504 is a federal regulation requiring institutions receiving federal funding to provide program accessibility to students with disabilities. Section 504 mandates:

*No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.*

Americans With Disabilities Act of 1990
The American with Disabilities Act (ADA) is an omnibus civil rights statute that prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, transportation, and telecommunications. The ADA goes beyond Section 504 by requiring institutions of higher education to provide access to students with disabilities regardless of whether or not the institution receives federal funds. As a state institution, Southeast Missouri State University comes under Title II of this act which states:

*Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.*

The ADA was amended in 2010 with the primary goal of re-establishing the original intent of the law which was to ensure access for people with disabilities.

While the Department of Justice has primary responsibility for the implementation of the ADA, education issues are the domain of the Office of Civil Rights of the Department of Education. The ADA is generally implemented under the same guidelines established for Section 504. Students have the right to grieve a perceived discriminatory action through the Office of Civil Rights. Disability Services has available through their website and in their office a grievance procedure for students with disabilities in an effort to resolve any perceived discriminatory actions in a timely and effective manner.

SECTION II: FACULTY NOTIFICATION OF STUDENTS WITH DISABILITIES

Students with disabilities are required to register with Disability Services (DS) if they wish to request accommodations for their classes. Students should not be provided academic accommodations for a disability unless the student has completed the registration process with DS. The registration process includes the student: submitting a request for services, providing documentation that substantiates the request for services, and meeting with a DS professional staff member. The student is responsible for providing documentation. DS does not provide testing for students to determine if a disability does exist. DS will provide referrals to local and state agencies that may assist students in completing testing and/or gathering documentation that substantiates the existence of a disability. Services are determined for each student on a case by case basis.

DS is a central location for the reception and evaluation of documentation of disabilities. DS staff have experience evaluating documentation and determining what accommodations are appropriate for a given disability. DS is not only concerned to assure that students receive the accommodations they need but is also committed to preserving
the quality and integrity of Southeast’s academic programs. If there are questions regarding the viability or appropriateness of an accommodation requested by a student, DS is here to assist you in determining what is a reasonable accommodation.

Once a student with a disability identifies with DS, DS will send faculty notifications to faculty to inform them of what are appropriate accommodations both reasonably and legally. Faculty are encouraged to refrain from providing any accommodation for a student for whom they have not received a faculty notification memo. Students should be referred to DS to register and/or authorize the sending of the appropriate notification. Students may become registered at any time during the semester, so it is possible that faculty will receive notices throughout the semester. Additionally, if students have a change in their disability status, it is possible that faculty will receive an updated faculty notification during the semester.

Students are strongly encouraged to speak individually with each instructor during the first week of classes concerning their individual needs. Faculty are encouraged to modify, when necessary, rather than waive specific course requirements; lowering academic standards for students with disabilities is not an appropriate accommodation. DS staff are available to consult with students or faculty members to arrange proper adaptations or accommodations.

Legally, students have a right NOT to be identified as disabled, if they so choose. They will not get accommodations unless they identify themselves, but that also is their choice. Moreover, while DS presumes that faculty are concerned with maximizing the learning experience in class for students, DS must also be concerned with helping the student develop the independence and self-advocacy that will help him or her outside the classroom while in college and beyond. Students with disabilities need to learn how to explain their disability, describe their needs, and negotiate appropriate accommodations. Their need for accommodations will always exist - the skills needed to obtain such accommodation should also be developed on a permanent basis.

For all of these reasons, it is appropriate for students to take the responsibility for identifying themselves and their need for accommodation to faculty, rather than vice versa. A student must take the initial step in self-identification by registering with DS as a student with a disability. If a faculty member is concerned that a student in his or her class may have a disability and the student has not identified themselves as such, faculty are welcome to contact one of the DS staff members to consult about their concerns.

The faculty notification memo identifies the instructor, course, the student, and the student’s ID number. The memo does not identify the student’s diagnosis but sets out what accommodations are deemed appropriate in light of the documentation on file with DS. It is best not to assume that one set of accommodations will work for all students, or that two students using the same accommodation have the same disability. Faculty who feel a need for diagnostic information should discuss this with the student at their first interview regarding accommodation. DS attempts to respect the students’ right to privacy and control of their diagnostic information to the greatest extent possible.

Registered students occasionally have approved accommodations that may not be needed in every class setting. It is reasonable that a student may use one accommodation in one course and a different accommodation in another course. With this in mind, DS encourages each student to take the initiative in arranging to discuss accommodations with each faculty member once the faculty member has received their copy of the faculty notification. Students will feel more comfortable about identifying themselves in this manner if they are approaching someone whom they believe to be receptive to the discussion. For that reason, faculty are encouraged to include a statement on each class syllabus such as:

“Southeast Missouri State University and Disability Services remain committed to making every reasonable educational accommodation for students with disabilities. Many services and accommodations which aid a student’s educational experience are available for students with various types of disabilities. It is the student’s responsibility to contact Disability Services to become registered as a student with a disability in order to have accommodations implemented. Accommodations are implemented on a case by case basis. For more information visit the following site: www.semo.edu/ds or contact Disability Services at 573-651-5927.”
SECTION III. STANDARD ACCOMMODATIONS

Accommodations are designed to provide equal access to the curricular, co-curricular, and extra-curricular opportunities offered through the institution. Accommodations are not designed to give a student with a disability an advantage. Students with disabilities through accommodations should have the same opportunity to pass or fail a class as a student without a disability.

Accessible Classroom
If a faculty member knows of a classroom that is inaccessible to a student with a disability, please contact DS or the academic department to arrange to move the class or to identify other measures by which the class may be made accessible. Elevators may break down on occasion. It is important to notify DS or Facilities Management when such breakdowns occur. It may be necessary for the faculty member to work with the academic department to relocate a class temporarily while an elevator is being serviced.

Accessible Seating
Students may require alternative seating in the classroom. These may include desks, tables, and chairs. The faculty member should be notified of this need in the faculty notification. DS will arrange for alternative seating through Facilities Management. If the appropriate seating is not available or is removed from the classroom, the faculty member should contact DS as soon as possible. **Please do not remove accessible furniture from a classroom.** It is there because a student requires it, even if that student is not in your class.

Alternative Format of Text, Written Material and Enlarged Print
Students with visual impairments often are unable to access textbooks. Therefore, an appropriate accommodation is alternative text. Frequently, that will be a textbook that has been recorded on a CD that the student can access, or is electronic text that the student can access through their own computer and/or with the assistance of assistive technology. It is time consuming to create alternative text and students are requested to provide DS with at least 4-6 weeks notice when DS is to locate and/or create the alternative text. Faculty can be helpful by choosing texts early. If texts are selected early, make them available through Southeast Bookstore Textbook Services so that the student requiring alternative text has time to make the necessary arrangements. **All printed course material must be accessible to students; this includes handouts, textbooks, additional readings and so on.** It is expected that faculty will assist those students that require alternative text for items that are of limited pages and/or of limited availability. This also includes large print. Students that require alternative text may also require enlarged print. Faculty are expected to provide their syllabus and in class handouts/assignments in alternative text and/or enlarged print.

Assistive Listening Devices
Some students with hearing impairments may opt to use an Assistive Learning Device (ALD) in class. An ALD uses a FM radio frequency to broadcast what the instructor is saying directly to the student. The instructor will be requested to wear a small clip-on microphone and will need to carry a transmitter about the size of a transistor radio. This can easily fit into a pocket or clip on a belt. The student wears a headphone, earplug, or a neck loop which works in concert with the student’s hearing aid. These plug into a receiver which the student carries. The student will bring the transmitter and the receiver to class each class period.

Audio Material
Audio material presented in the classroom with a student with a hearing impairment will need to be subtitled or provided in a way that is accessible to the student. In this situation it is important for the faculty member to work closely with the student in order to determine the most appropriate method for the student with the hearing impairment to access the audio material.

Due Consideration for Absence/Tardiness
Some students with physical or visual impairments may require due consideration for absence or tardiness due to their impairment. Due consideration should be provided to the student when absent or tardy for classes due to the nature of their impairment. A plan should be established at the beginning of the semester covering the expectations of the student should they be absent from class (for example: how to contact the professor, the amount of time that will be allotted to complete assignments if accepted after the students return to class, etc.)
Due Consideration for Spelling
Due consideration for spelling is a necessary accommodation for students with a learning disability which significantly impairs their ability to spell correctly. Students may ask for use of spell check or leniency when grading materials toward grading for content as opposed for spelling.

Due Consideration for Breaks During Class
Students may require due consideration for breaks during class as an accommodation in order to accommodate a disability which may require that they move around and not stay in the same position for an extended period of time or that they take frequent restroom breaks. In these instances it is important to work with the student on being discreet when breaks are needed during class.

Extended Time for Examinations
Extended time is not to be interpreted as “untimed.” The notification which the instructor receives from DS will specify the amount of extended time that has been deemed appropriate. Time and a half is the most typical amount of extended time approved.

Exam Readers
While the University regularly provides readers for examinations, readers for outside reading assignments and research is not considered a standard accommodations. Students that are connected with service-providing state or community agencies may receive financial assistance for readers that will read text to the student. Student with visual impairments more often use an alternative format of text, as explained below, instead of a reader. It is not appropriate for a family member or personal acquaintance of the student to be used as a reader for exams.

Exam Scribe
An exam scribe provides access for students who have a physical impairment or visual impairment which prevents them from writing during an exam. Sometimes this accommodation if approved for written exams only, especially if the student’s impairment is related to their writing capabilities. It is not appropriate for a family member or personal acquaintance of the student to be used as a scribe for exams.

Second Set of Textbooks
Some students have limitations to the weight load they can carry on campus. For those classes that require the use of the textbook during the class session, a second textbook may need to be provided. If the faculty member has a “desk” copy that the student can use, that is considered sufficient. The faculty notification will alert the instructor to such a situation.

Sign Language Interpreters
DS coordinates interpreter services for students with hearing impairments. Students who require interpreter services should contact DS well in advance of the date of their original registration as a student. No changes in interpreter services should be made without notifying DS at the earliest possible time.

As of July 1, 1998, all paid interpreters must be certified by the Board of Certification of Interpreters of the Missouri Commission of the Deaf according to state law (209.285-209.339 RSMo). DS monitors the status of certified interpreters in our region and will insure that the interpreter serving in each class has appropriate certification.

Solitary Environment for Examinations
A solitary environment for examinations removes distractions from the student’s testing environment. A solitary environment becomes even more essential when a student is using the services of a reader for an examination. The selection of a room for the exam is at the discretion of the instructor and the student. For example, an office or conference room in the department may be acceptable. It is important that the environment present a minimal number of distractions. An environment where people are walking into and out of the setting is not considered appropriate.
Recording of Lectures
Under Section 504 of the Rehabilitation Act of 1973, recording of class lectures must be permitted if that is an appropriate accommodation for a student with a disability. A professor who is planning to publish his or her materials may feel that recording of the lectures would interfere with these plans. It is appropriate for the professor to ask the student to sign an agreement not to release the recording or otherwise obstruct the copyright. Allowing seating near the front of the classroom will ensure clear recordings. Students are required to provide their own recording device.

Use of Computer/Word Processor
Due to the nature of their disability, some students will perform better on in-class assignments and examinations if they are allowed to use a computer. This can make the students’ work more legible and can accommodate their learning style while circumventing their disability. Some students should be allowed to use a portable or computerized program. This also holds true for examinations. Students that are approved for use of computer will need to work with the faculty member to identify the most effective way to use this accommodation. For example, it is appropriate for a student to be able to use a computer lab that is located close to the classroom.

Volunteer Note takers
DS operates on the philosophy that the best note takers are students taking the course for credit. With that in mind, DS encourages registered students to identify students in their courses that may assist them with taking notes. If the registered student is unable to identify a suitable note taker, it is reasonable for the registered student to request their faculty member to assist them. Most often, the faculty member need only make an announcement in class that a student is looking for assistance with notes, and that any student interested in assisting should stay after class that day so that the faculty member can introduce the note taker to the student. If no one volunteers to be a note taker, please notify DS.

DS provides students requiring note takers with NCR notepads which produce two non-carbon copies of the notes taken by the note taker. Note takers and the registered student should make arrangements for the delivering and receipt of notes. Some note takers prefer not to use the NCR notepads. On those occasions, the note taker should be allowed to photocopy their notes for the student.

While these are the most frequently used accommodations, on occasion faculty will find other accommodations listed on their faculty notification. Faculty are encouraged to contact DS with any questions regarding accommodations are the intent of the accommodation.

Guidelines for Use of Testing Services for Test Accommodations
Some students will elect to use Testing Services as a way to implement their accommodations. Testing Services is located on the Cape Girardeau campus, but is also available to assist with testing accommodations for students at the Regional Campuses.

(1) Primary determination of the means of providing examination accommodations for students with disabilities remains with the individual instructor. DS and Testing Services work together to assist faculty in meeting their legal obligations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

(2) Faculty and students who choose to implement accommodations through Testing Services may contact them directly at (573) 651-2836 to make arrangements. Testing Services will have a copy of each student’s faculty notification on file in order to identify and/or verify appropriate testing accommodations for each student.

(3) A one-week notice is required to guarantee accommodations for an examination through Testing Services. Testing Services will attempt to provide accommodations with less than a week’s notice but can give no assurance that services can be provided. Any faculty member who cannot provide the required notice is responsible for providing the legally required accommodations for the examination. Any faculty member who changes a test date within one week of an examination is responsible for providing these accommodations as well.
In order to provide accommodations, Testing Services may require that a test be given at a time other than the regularly scheduled testing period. Any faculty who do not wish to allow this flexibility in scheduling will need to provide the required accommodations at the exam hour. If a faculty member is in agreement with the rescheduling of an exam but a student does not wish to take the exam at another hour when services are available, the student may choose to take the exam without accommodations.

The instructor and student should discuss how testing accommodations will be provided. If the plan is to use the resources of Testing Services, an understanding as to whether the student or the faculty member will request accommodations before each exam should be established. If it is agreed that the student will notify Testing Services, they will need to have sufficient advance knowledge of the exam in order to give the required one week notice to Testing Services. If the student fails to give the required notice when they have been given sufficient advance knowledge, the student forfeits the right to testing accommodations unless other accommodations are allowed by the instructor.

SECTION IV: DISABILITY ETIQUETTE 101

- Offer assistance to a person with a disability but wait until your offer is accepted before you help. Listen to instructions the person may give.
- When giving directions to a person using a wheelchair consider weather conditions, distance and physical obstacles such as stairs, curbs, or steep hills.
- Use specific directions when directing a person with a visual impairment. If guidance is offered, allow that person to take your arm. This will enable you to guide rather than propel or lead the person.
- Be considerate of the extra time it may take for a person with a disability to get to a location or to get a task done.
- When planning events involving persons with disabilities consider their needs before choosing a location. If insurmountable barriers exist, find another location or discuss the barriers with the person who is disabled beforehand.
- When talking to a person who has a disability, speak directly to that person, not through a companion. This includes sign language interpreters.
- Relax, don’t be embarrassed if you use common expressions such as “See you later” or “Gotta run,” that seem to relate to a person’s disability.
- To get the attention of a person who has a hearing problem, tap them on the shoulder or wave. Look directly at the person and speak clearly, slowly and expressively to establish if they read lips. Not all people with hearing impairments can read lips. Those who do rely on facial expression and body language for understanding. Stay in the light and keep food, hands and other objects away from your mouth. Shouting won’t help. Written notes will.
- When talking to a person using a wheelchair for more than a few minutes, place yourself at eye level with that person. This will spare both of you a sore neck. Leaning on a person’s wheelchair is similar to leaning or hanging on a person and is usually considered annoying and rude. The chair is a part of one’s body space.
- When greeting a person with a severe loss of vision, always identify yourself and others. Remember to identify persons to whom you are speaking. Speak in a normal tone of voice and indicate when the conversation is over. Let them know when your move from one place to another.
- Give undivided attention when you talk to a person who has difficulty speaking. Keep your manner encouraging rather than correcting. Be patient, don’t speak for that person. When possible, ask short questions that require short answers. Repeat what you understand.
- Avoid attaching labels to people, whether they are disabled or not.
- When speaking about people with disabilities, portray them as they are in real life; as parents, employees, business owners, students, faculty, professionals, etc.
- Emphasize the uniqueness of all people rather than the differences. Your efforts can help to eliminate the “one of them vs. one of us” attitude towards people with disabilities.
- Use the word disability or accessibility rather than handicap.
- Place the person before the disability. Say “person with a disability” rather than “disabled person,” “student with a disability” rather than “disabled student.”
Because a person is not a condition, avoid describing a person in such a manner. Don’t present someone as an epileptic or a post-polio, say a person with epilepsy or a person who has had polio.

SECTION V: FACULTY ROLE IN SERVICES FOR STUDENTS WITH DISABILITIES
(The following information is provided each semester along with the Faculty notification.)

The Faculty Role in Services for Students with Disabilities
Creating a diverse and inclusive learning environment, which is part of the University’s commitment, includes providing equal access for students with disabilities. As an educator, you are an important partner in this endeavor and the following information is designed to provide you with a brief overview regarding equal access to students with disabilities.

Four Key Facts Regarding Students with Disabilities
1. Equal access to education is achieved when physical and instructional barriers to learning are removed and the student is allowed to compete on the basis of their academic abilities.
2. Students with disabilities have met the same admission standards to be enrolled in courses as have other students in your class; in other words, they are “otherwise qualified” to be here.
3. Once admitted, students with disabilities who request assistance from the University must provide DS with appropriate documentation for review. The documentation must come from a qualified professional and provide information regarding the functional limitation imposed by the disability in an academic setting. After DS determines a student has a documented impairment that limits one or more major life activities (including learning), the student will be eligible for support.
4. Once students with disabilities have established their eligibility for services, you will receive a Faculty Notification that details the student’s academic accommodations which you are to provide. Reasonable accommodations are designed to offset the substantial limitation imposed by the disability, not to alter essential elements of courses or programs.

Four Important Actions to Assist Students with Disabilities
1. Include a statement on your syllabus each semester which invites students with disabilities to meet with you and which provide contact information for DS.
2. Provide academic accommodations only after you have received a Faculty Notification. If a student requests academic accommodations or provides you with disability documentation, but you have not received a Faculty Notification, refer that student to DS.
3. The student is to meet with you to discuss the best way to implement their accommodations. You and the student must agree on how to best use the accommodation.
4. The student with a disability should be held to the same academic standards as otherwise qualified students.

SECTION VI: ADDITIONAL INFORMATION

- You can contact DS at 573-651-5927 or through the office email at ds@semo.edu.
- You can access information about Universal Design and Universal Instructional Design through the DS website.
- If you wish to be a part of the Disability Advisory Committee, please contact the Director or Coordinator of Disability Services. DS is always seeking faculty support through this committee.
- ASD Online is an online course that offers information about disability law, the accommodation process, working with students with disabilities, and universal design. The link to the ASD Online Website is: http://asdsrvr.semo.edu. To get started go to the website, click Sign-Up Now, create a username and password, the Key is redhawksasdt. If you have any questions about ASD Online please contact Emily Oliveira, the Coordinator of DS at 573-651-5927 or ekoliveira@semo.edu
Appendix

COURIER SERVICE SCHEDULE

David Hinkle – Courier  
Cell: 450-7487  
(8 am – 3 pm)  
Call with questions or comments

University Central Receiving  
Office: 651-2953 / Fax: 651-2955

Drop Sites:  
Southeast Missouri State University-Main Campus  
Registrar’s Office, Memorial Hall  
301 Polytechnic Building  
239 Dempster Hall  
210 Scully Bldg (Clinical Ed. Lab next to the ITV lab)  
Three Rivers Community College  
P220 Ben Gordon’s Office  
Satellite Campuses  
Main Office

Arrival times are an estimate and subject to variation

<table>
<thead>
<tr>
<th></th>
<th>On Campus Pick up</th>
<th>CGPHE at CTC *</th>
<th>Sikeston</th>
<th>Malden</th>
<th>Kennett</th>
<th>Poplar Bluff</th>
<th>Perryville</th>
<th>Return to Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8 am</td>
<td>8:20 am</td>
<td>9 am and 12 pm</td>
<td>10 am</td>
<td>11 am</td>
<td>1 pm</td>
<td>3:30 pm</td>
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<tr>
<td>Tuesday</td>
<td>8 am</td>
<td>8:20 am</td>
<td>9 am and 1:30 pm</td>
<td>10 am</td>
<td>11 am</td>
<td>12 pm Only if needed</td>
<td>3:30 pm</td>
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<td>Wednesday</td>
<td>8 am</td>
<td>8:20 am</td>
<td>9 am and 12 pm</td>
<td>10 am</td>
<td>11 am</td>
<td>1 pm</td>
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<tr>
<td>Thursday</td>
<td>8 am</td>
<td>8:20 am</td>
<td>9 am and 1:30 pm</td>
<td>10 am</td>
<td>11 am</td>
<td>12 pm Only if needed</td>
<td>3:30 pm</td>
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<td>Friday</td>
<td>8 am</td>
<td>8:20 am</td>
<td>9 am</td>
<td>10 am</td>
<td>11 am</td>
<td>12 pm Only if needed</td>
<td>3:30 pm</td>
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NOTE:  
*To ensure exams reach the sites on time, please have them picked up by the courier 48 hours prior to the exam. Times are approximate. Example, for materials to get to Perryville by Thursday, they must be in the on-campus courier drop box by Wednesday at 8 a.m.  
*Courier envelopes are strictly for classroom materials.
COURIER ENVELOPE INSTRUCTIONS

Instructors:
- If sending documents for the student facilitator to distribute to the class, please checkmark:
  - Facilitator on the courier envelope
  - Record the campus your exams or materials need to be delivered to. (e.g. Sikeston, Kennett, Malden, Perryville, Poplar Bluff, CGPHE)
- If sending exams, please checkmark:
  - Proctor on the courier envelope
  - Record the campus your exams or materials need to be delivered to. (e.g. Sikeston, Kennett, Malden, Perryville, Poplar Bluff, CGPHE)

Facilitators & Proctors:
- If sending materials back to the instructor, please checkmark:
  - Instructor on the courier envelope
  - Record the instructor’s department and Mail Stop code (e.g. Math MS6700)

ALL are REQUIRED to:
- Record the date
- List the class (e.g. LI256-751)
- List the name of the instructor

Deliver to:  □ Facilitator   □ Proctor   □ Instructor
Date:________________________________________
Campus/Mail Stop:________________________________
Class:________________________________________
Instructor:_____________________________________
Facilitator:_____________________________________

SOUTHEAST COURIER SERVICE
FORMS

Check Distribution Form

- Sample Form for guidance- (See pages 32 & 33)
- Once completed, the forms MUST be **signed** and returned to Payroll Department, MS 3175

Expense Report Form

- Sample Form for guidance - (See page 34)
- Blank Form - in the front pocket. (make copies if not computerized)
- Computer Form – forms can be downloaded on your personal computer. Contact computer services (573) 651-4357 and they can send the download.
- Once completed, the forms MUST be **signed and returned to Extended Learning, MS 6850**

Trip Optimizer Form

- Sample Form for guidance - (See page 35)
- Must be done online since fuel rates for rental cars are adjusted monthly
- The Trip Optimizer Form is located in the Forms section on the Accounts Payable Website: [http://www.semo.edu/rl/ap/](http://www.semo.edu/rl/ap/)
- Once completed, the form MUST be **printed, signed and returned with the Expense Report to Extended Learning, MS 6850**

Payment Voucher Form

- Sample Form for guidance- (See page 36)
- Blank Forms - can be obtained from departmental administrative assistants or online at [http://www.semo.edu/accountspayable/forms.htm](http://www.semo.edu/accountspayable/forms.htm)

Tax Exemption Form

- Copy - in the **back pocket**
- Tax Exemption Forms must be presented to the lodging facility at check-in.
SOUTHEAST MISSOURI STATE UNIVERSITY
CHECK DISTRIBUTION FORM
(Direct Deposit Authorization Form)

<table>
<thead>
<tr>
<th>Personal Information</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Last</td>
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<tr>
<td>First</td>
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<tr>
<td>M.I.</td>
</tr>
<tr>
<td>SE ID</td>
</tr>
<tr>
<td>SSN #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Deposit Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Direct Deposit</td>
</tr>
<tr>
<td>☐ Change</td>
</tr>
<tr>
<td>☐ Discontinue Direct Deposit</td>
</tr>
</tbody>
</table>

If you choose one or more direct deposits please use back of sheet to authorize and designate priority.

<table>
<thead>
<tr>
<th>Bank Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bank:</td>
</tr>
<tr>
<td>City and State:</td>
</tr>
<tr>
<td>Bank Transit Routing Number</td>
</tr>
<tr>
<td>9 digits</td>
</tr>
</tbody>
</table>

I hereby authorize and request Southeast Missouri State University to make payment of any amounts owed to me by the University to my account indicated above in the bank named above, hereinafter called BANK to accept any credit or adjustment entries initiated by the University to such account and to enter the same to such account without responsibility for the correctness thereof.

______________________________
Employee Signature

Please Note:
1. This will be our payment method for all payments as indicated above.
2. Payroll direct deposit of authorized amounts will occur each pay period.
3. It is understood that this agreement may be terminated by me at any time by written notification to Southeast Missouri State University or Bank. Any such notification to Bank shall be effective only with respect to entries initiated by the University after receipt of such notification and a reasonable opportunity to act on it. Any such notification to Bank shall be effective only with respect to entries credited to my account by Bank after receipt of such notification and a reasonable time to act on it.

Attach a "voided" check here if Checking/Now is selected in Bank Information Section

Please return to your campus Payroll Department, MS 3175
<table>
<thead>
<tr>
<th>Direct Deposit of Percentage or Fixed Amount</th>
<th>Percentage of Net Pay</th>
<th>Fixed Amount</th>
<th>Discontinue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>□ Begin _________</td>
<td>□ Change from _______ to _______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Information</th>
<th>Priority (1 being the highest)</th>
<th>Do Not Change Bank Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bank:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City and State:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Transit Routing Number</td>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>9 digits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>Percentage of Net Pay</th>
<th>Fixed Amount</th>
<th>Discontinue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td></td>
<td>□ Begin _________</td>
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<td></td>
</tr>
<tr>
<td>City and State:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Transit Routing Number</td>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>9 digits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Effective July 1, 2011, the Mileage Rate is 0.37. New forms available for download by contacting HELP desk (#651-4357) or contacting our office for hard-copies.**

### Mileage Report Form

**Southeast Missouri State University**

**EXPENSE REPORT**

Send completed forms to Accounts Payable MS 5250 INCOMPLETE FORMS WILL BE RETURNED

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose/Destination</th>
<th>Transportation</th>
<th>Mileage</th>
<th>Lodging/Registration</th>
<th>Meals</th>
<th>Misc</th>
<th>Explanation of Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/06</td>
<td>Cape Girardeau To Perryville</td>
<td>Mileage 66</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UI 100-91 (Round Trip)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(Example of one trip entry)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: Cape Girardeau To Sikeston</td>
<td>Mileage 990</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UI 100-91 (Round Trip) 15 trips at 68 miles/trip</td>
<td>Mileage 990</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(This is an example of a total semester entry)</strong></td>
<td>Mileage 990</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>Mileage 250</td>
<td>Lodging</td>
<td>Bkt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL EXPENSES

<table>
<thead>
<tr>
<th>Miles</th>
<th>Rate</th>
<th>Mileage</th>
<th>Transport</th>
<th>Lodge/Reg</th>
<th>Meals</th>
<th>Misc</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.06</td>
<td>0.37</td>
<td>438.24</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>438.24</td>
</tr>
</tbody>
</table>

**I certify that the above expenses are true and eligible business expenses in accordance with University policy, and do not include non-permissible expenditures.**

**Individual Signatures:**

- Supervisor Approval: 5/10/06
- Other Approval (if applicable): 5/10/06

**For Accounts Payable Office Use Only:**

- Document No.
- Fund/Org or Index
- Acct
- Amount
- Check Amount
- Approved By
- Entered By

**EXPIRE REPORT FORM**
TRIP OPTIMIZER

Accounts Payable - Trip Optimizer

Rental Car versus Mileage Reimbursement Comparison

The trip optimizer assists University employees in determining the most cost effective travel option between rental car or mileage reimbursement. The trip optimizer comparison form must be attached to the related expense report when submitted to Accounts Payable. The University will pay the lower cost amount regardless of the travel option selected.

* IF you are traveling less than 100 miles total, you are NOT required to complete this form.
** IF you are driving 800 or more miles the Cost Comparison: Drive vs. Fly form must be completed.

Does this trip include any other mode of transportation other than a rental car or personal vehicle?

☐ Yes
☐ No

Total Miles Driven (required):

Total Number of Days Traveling (required):

Mileage Reimbursement Rate (required):

0.37

Will the rental car be traveling out-of-state (Missouri, Illinois, Kansas are considered in state) at any time during your travel?

☐ Yes (The rental car will be travelling out of state)
☐ No

Calculate

<table>
<thead>
<tr>
<th>Personal Vehicle</th>
<th>Rental Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Reimbursement Rate X Total Miles Driven</td>
<td>X Total Miles Driven + Parking @ Airport =</td>
</tr>
<tr>
<td>Subcompact/Fullsize Rental Cost + Additional Mileage + Fuel Cost</td>
<td>Calculated with the Midwest average fuel cost (updated monthly) and 22 mpg</td>
</tr>
<tr>
<td>+ + =</td>
<td></td>
</tr>
</tbody>
</table>

Lowest Cost Travel Option: 

Lowest Cost Deduction:

Note to Individuals: All relevant factors such as the urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and other administrative costs should be considered when selecting the most cost effective option. If for any reason you will not be utilizing the travel mode with the lowest cost, please state your reason(s) here:

225 characters left

Supervisor Signature:

* Supervisor Approval is only required if you will not be utilizing the Lowest Cost Total Option and actual expenses are to be fully reimbursed.

Optional Information

Employee Name:

Employee Email:

Trip Destination:

Trip Start Date:

Trip End Date:

Rental Cars

Enterprise Rent-A-Car is currently under State Contract with the State of Missouri. Please make reservations with the local Enterprise office at 2008 N Kingshighway 573-339-7800.

Make Reservations Online:

Sign on to My Southeast

Click on Employee Tab

Click on Enterprise Rent-A-Car in the Southeast Travel Information section.
Date: 1/6/2006

Vendor Information

<table>
<thead>
<tr>
<th>Banner ID #:</th>
<th>S0102222</th>
<th>SSN or EIN #:</th>
<th>444-55-6666</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>L. Woody Woods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>125 Golfer's Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long Beach MO 55555</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Route Check: (circle one) Mail Pick-up

if Pick-up:

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept.: Biology</td>
<td></td>
</tr>
<tr>
<td>Class: UI100-77</td>
<td></td>
</tr>
<tr>
<td>Chemicals for Class</td>
<td>25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHARGE:</th>
<th>Chart</th>
<th>Index</th>
<th>or</th>
<th>Fund</th>
<th>/</th>
<th>Organization</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

TOTAL AMOUNT: 25.00

Authorized by:  

Date:  

** assigned by Accounts Payable **

Southeast Missouri State University  
Payment Voucher Form  
Send completed form to Accounts Payable MS 3250

1/6/2006  
Chemicals for Class  
DESCRIPTION  
AMOUNT  

Authorized by:  

Date:  

** assigned by Accounts Payable **
Directions & Maps

Satellite Campuses

**Southeast at Malden (SEM)** - [http://www.semo.edu/malden](http://www.semo.edu/malden)
700 North Douglass
Malden, Missouri 63863
Telephone: (573) 276-4577
Toll-free: 1–888–213–4601
Fax: (573) 276-4070
E-mail: rhux@semo.edu

SEM is located at 700 North Douglas Street, in northwest Malden, Missouri, south of the Wal-Mart store. Douglas Street is also known as Business Highway 25.

**Southeast at Kennett (SEK)** - [http://www.semo.edu/kennett](http://www.semo.edu/kennett)
1230 First Street
Kennett, MO 63857
Telephone: (573) 888-0513
Fax: (573) 888-1583
E-mail: mblanchard@semo.edu

Coming into Kennett from the west on Highway 412, keep going straight, through two stop light intersections. SEK is straight ahead approximately ¼ mile on the right side.

Coming into Kennett from the north on Highway 25, turn right at the second stop light. Go through another stoplight. SEK is straight ahead approximately ¼ mile on the right side.
Perryville Higher Education Center (PHEC) - http://www.semo.edu/perryville
108 South Progress Drive
Perryville, MO 63775
Telephone: (573) 547-4143
Fax: (573) 547-3894
E-mail: pahec@semo.edu

From Interstate 55: take Exit 129; turn north on Highway 51; you will see the two Perryville water towers on your right; they are at the intersection of Edgemont Boulevard and Highway 51; turn left on Edgemont Boulevard; turn right on Progress Drive; PHEC parking lot is on the left. Enter the doors facing the parking lot.

From Highway 61: turn south on the Highway 51 by-pass; at the stop light, turn right on St. Joseph Street (Hwy. T); turn left on Progress Drive (the first street past the stop light); the PHEC parking lot is on the right. Enter the doors facing the parking lot.

Southeast at Sikeston (SES) - http://www.semo.edu/sikeston
2401 N. Main
Sikeston, MO 63801
Telephone: (573) 472-3210
Fax: (573) 472-4689
E-mail: sahec@semo.edu

Traveling North on Interstate 55 - take exit 69. Turn left (West) on state road HH. Travel West on HH for approximately 4 miles. Come to stop sign at Highway 61 North—turn right. SES will be on the left.

Traveling South on Interstate 55 - take exit 69. Turn right (West) on state road HH. Travel West on HH for approximately 4 miles. Come to stop sign at Highway 61 North—turn right. SES will be on the left.
St. Louis Community College (STLCC) - [http://www.stlcc.edu](http://www.stlcc.edu)
South County Education Center (SCEC)- is equipped with wireless internet, CSTL loans out wireless laptops.

Southeast @ Poplar Bluff (SE@PB) - [http://www.semo.edu/poplarbluff](http://www.semo.edu/poplarbluff)
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
**Telephone:** (573) 840-9575
**Fax:** (573) 840-9700
**Email:** ktucker@semo.edu

![Map of Southeast @ Poplar Bluff](image)

All ITV Classes are held in the Porter Building

Traveling North on Interstate 55: take exit #95 onto Highway 74. Follow Highway 74 and veer right onto Mount Auburn Road at the first set of stop lights. Follow Mount Auburn Road to the 4-way stop and veer right onto South Silver Springs Road. CGPHE will be in the front.

Traveling South on Interstate 55: take exit #93 onto Highway 61. Follow Highway 61 to the first set of stoplights at South Silver Springs Road. Turn left onto South Silver Springs Road. CGPHE will be in the front.
Southeast Missouri State University-Main Campus

**From the North**
Take Interstate 55 south to Cape Girardeau. Take the second Cape Girardeau exit (Exit 96). Turn left at the top of the exit ramp onto William Street (Route K). Continue on William. At the sixth stoplight, turn left onto Kingshighway. Continue on Kingshighway. At the second stoplight, turn right onto Broadway and continue on Broadway through four stoplights. Past the fourth stoplight, turn left on Henderson Street. Take Henderson Street to Normal Avenue. Turn right on Normal. You will see Academic Hall, Southeast’s administration building, on your left. Please access the campus map for further campus directions and parking areas.

**From the South**
Take Interstate 55 north to Cape Girardeau. Take the second Cape Girardeau exit (Exit 96). Turn right off of the exit ramp onto William Street (Route K). Continue on William. At the fifth stoplight, turn left onto Kingshighway. Continue on Kingshighway. At the second stoplight, turn right onto Broadway and continue on Broadway through four stoplights. Past the fourth stoplight, turn left on Henderson Street. Take Henderson Street to Normal Avenue. Turn right on Normal. You will see Academic Hall, Southeast’s administration building, on your left. Please access the campus map for further campus directions and parking areas.

**From the East (Illinois)**
Arriving on Illinois Route 146, cross the Bill Emerson Memorial Bridge (Route 146 turns into 74) and continue straight to West End Blvd. Turn right onto West End Blvd. Continue through several stoplights and make a right onto Broadway. Continue on Broadway to Henderson Street. Turn left on Henderson Street. Take Henderson Street to Normal Avenue. Turn right on Normal. You will see Academic Hall, Southeast’s administration building, on your left. Please access the campus map for further campus directions and parking areas.

**From the West**
Take Missouri Route 60 east to Interstate 55. Take Interstate 55 north to exit 96. Turn right at the top of the exit ramp onto William (Route K). Continue on William. At the fifth stoplight, turn left onto Kingshighway. Continue on Kingshighway. At the second stoplight, turn right onto Broadway and continue on Broadway through four stoplights. Past the fourth stoplight, turn left on Henderson Street. Take Henderson Street to Normal Avenue. Turn right on Normal. You will see Academic Hall, Southeast’s administration building, on your left. Please access the campus map for further campus directions and parking areas.

- A Campus map can be found at [http://www5.semo.edu/dps/Parking/campusMap.asp](http://www5.semo.edu/dps/Parking/campusMap.asp)